

	<p>IDEM Permit Guide: Shipping Hazardous Waste</p> <p>www.IN.gov/idem/guides/permit/waste/manifest.html</p>
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Effective January 1, 2001, hazardous waste generators and facilities are no longer required to purchase or use Indiana Uniform Hazardous Waste Manifest forms to ship hazardous waste.

Prior to that date any [Large Quantity Generator \(LQG\)](#) or [Small Quantity Generator \(SQG\)](#) of hazardous waste from any state wishing to ship hazardous waste to a permitted hazardous waste TSD (treatment, storage, and disposal) facility located in Indiana was required to use the Indiana Uniform Hazardous Waste Manifest. Similarly, any LQG or SQG located in Indiana was required to use an Indiana Uniform Hazardous Waste Manifest to ship hazardous wastes to any TSD within Indiana, or to any TSD located in another state if that other state did not have its own manifest form.

Although the use of the Indiana Uniform Hazardous Waste Manifest has ended, generators shipping hazardous waste into Indiana, as well as Indiana generators shipping hazardous waste out of state, still are required to use either the other state's manifests, or to use the federal uniform hazardous waste manifest, if no other state manifest form is required. Additional details on the *new* Indiana hazardous waste manifest requirements can be found at "[Important Information About Changes to Manifesting Requirements](#)", as well as in the text that follows here.

Who May Need a Hazardous Waste Manifest

The Uniform Hazardous Waste Manifest is a multi-copy form that requires certain information to be provided by the generator, transporter, and the receiving hazardous waste TSD (treatment, storage or disposal) facility to help ensure the cradle-to-grave tracking of hazardous waste from the point of generation to the point of final destination. Manifests should only be used to track RCRA (Resource Conservation and Recovery Act) waste, but not special wastes or wastes regulated under the Toxic Substances and Control Act.

The generator is responsible for securing manifests, and is also responsible to provide placards for the manifested shipment. When waste is shipped, the generator, each

transporter (if more than one is involved), and the receiving facility should each retain a copy of the manifest.

Whether or not a manifest is required for a shipment of hazardous waste is determined by the status of the generator. All shipments of hazardous waste from [Large Quantity Generators](#) or [Small Quantity Generators](#) **must** be accompanied by a manifest. That is, all facilities which generate more than 100 kilograms of hazardous waste (220 pounds) or 1 kilogram (2.2 pounds) of acutely toxic waste (P List waste) per month must use a manifest for any shipment of hazardous waste, regardless of the size of the shipment. [Conditionally Exempt Small Quantity Generators](#) are exempt from all manifest requirements.

Any large or small quantity generator from any state wishing to ship hazardous waste to a permitted hazardous waste TSD facility located in Indiana must use EPA's Uniform Hazardous Waste Manifest. Similarly, any large or small quantity generator located in Indiana which ships its waste to a hazardous waste TSD facility located in another state should use that state's manifest. However, if the receiving state does not have its own state manifest, Indiana generators must use EPA's Uniform Hazardous Waste Manifest to ship hazardous waste to a TSD facility located in that state.

When the waste is shipped off site, the generator keeps one copy of the manifest, which must be retained for three (3) years. The remaining copies of the manifest are taken by the transporter, and must accompany the waste to its destination. The transporter should not accept any containers of hazardous waste that do not correspond to the manifest. Each transporter also must retain a copy of the manifest for three (3) years.

When the waste is accepted at the hazardous waste TSD facility, the facility takes the remaining copies of the manifest and distributes them to the appropriate parties. However, if the waste shipment does not accurately correspond to the manifest the TSD facility must contact the generator to resolve the discrepancy. If it cannot be resolved within 15 days, the TSD facility must file a discrepancy report with its state agency. The TSD facility may [reject the load](#) and ship the waste back to the generator (which requires the use of a new manifest) or to an alternate TSD facility.

Generators and transporters may only store hazardous waste onsite without a permit for a limited time. Those limitations are:

Large Quantity Generators	90 days
Small Quantity Generators (SQGs)	180 days
SQGs shipping to a TSD facility more than 200 miles away	270 days
Transporters storing a hazardous waste load	10 days

Some of the things a generator of hazardous waste must do to comply with the manifesting requirements associated with shipping hazardous waste include:

- Review the manifest rules in the [State of Indiana Hazardous Waste Manifest Guidance Manual](#), as well as Title 329 of the Indiana Administrative Code, Article 3.1, Rule 7 ([329 IAC 3.1-7](#)), 40 CFR (Code of Federal Regulation) Part 262 ([40 CFR 262](#)), and [IC 13-22-4-3.1](#) (Public Law 143-2000);
- < Once you have received the appropriate state or EPA manifest forms, fill out a manifest for each shipment,
 - < Always fill out the manifest completely and accurately;
 - < Contact a registered hazardous waste transporter to arrange shipping; and
 - < Sign the manifest form, obtain the signature of the transporter, and retain one copy of the manifest at the time the waste is taken off-site.

What to Expect

Although use of the Indiana Uniform Hazardous Waste Manifest is no longer required, large (LQGs) and small quantity generators (SQGs) shipping hazardous waste into, out of, or within Indiana still are required to use a hazardous waste manifest; either another state's hazardous waste manifest form, or EPA's Uniform Hazardous Waste Manifest, if no other state's manifest is required. In addition, SQGs must submit an [Annual Manifest Summary Report](#) each year. Conditionally Exempt Small Quantity Generators who exceed their generation or accumulation limits also must submit an Annual Manifest Summary Report for the year in which they exceeded those limits. LQGs and permitted TSDs (hazardous waste treatment, storage, and disposal facilities) also must submit an Annual Manifest Summary Report for those years when they are not required to submit a [Biennial Report](#).

For Additional Information

The [State of Indiana Hazardous Waste Manifest Guidance Manual](#), is a comprehensive guide to hazardous waste manifest program requirements. Contact Michelle Weddle at mweddle@dem.state.in.us or by phone at 317-233-4624 with any additional questions.

To obtain information on regulations governing the packaging, labeling, placarding, and transportation of hazardous materials or hazardous waste, contact the Indiana Department of Transportation (DoT) at (317) 232-3166, or the U.S. DoT at 202/512-1800. U.S. DoT also has a Regulation Information Line at 202/366-4486.

Becoming a Transporter

Persons wishing to become approved hazardous waste transporters also should contact the Indiana Department of Transportation. Anyone who transports hazardous waste requiring a manifest must have a federal EPA ID#. Contact Marilyn Hansen at

317/232-7956 for the [Notification of Regulated Waste Activity \(Form 8700-12\)](#) which must be filled out to obtain a U.S. EPA federal identification number.

Disclaimer

This permit guide is intended to provide background information which should be useful in planning for a particular project that may require an environmental permit. It does not substitute for consultation with the appropriate regulatory agency and/or the appropriate rules or statute.